

Cartographer

Liaison Officer, JISPB

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STATINTL

R&A Branch, Office of Strategic Services

Map                      Cartography                      Office of Chief

LaSalle Building, 1034 Connecticut Ave., N.W.

## JCS Declassification/Release Instructions on File

The responsibility of this position is the editing and preparation for reproduction of all illustrative material (maps, charts, photographs, etc.) submitted by contributing agencies for incorporation in the Joint Army-Navy Intelligence Studies. One main study is produced each month and include 30-40 color insert maps, 150-200 line drawings, 500-600 photographs. Route, airfield, and other supplements, as well as the publication of errata also include the preparation of graphic material. The duties are to -

1. Edit all graphic material submitted and consult with Chapter Editors 15%  
Editors on corrections, additions and new maps, charts, etc., to be drafted.
2. Review all illustrative material for selection of most appropriate 10%  
originals. Research to eliminate contradictions of copy and the checking  
of published data (maps, charts, etc.) to avoid discrepancies and duplications.
3. Review all copy as to preparation for reproduction and completion of 15%  
reproduction specifications.
4. Consult on preliminary planning of graphic material for submission to 10%  
the JISPB from various contributing agencies. This includes decisions as  
to layout for size, technique of presentation and material to be included  
in accordance with JANIS policy.
5. Supervise the assistant cartographer on cartographic specifications 20%  
written for the drafting section, the work of the drafting section, and the  
checking of finished material.
6. Supervise the photographic editor in selecting appropriate originals, 5%  
retouching and marking photographs for cropping, the ordering of line-cuts, the  
checking of engravers proofs and the maintenance of records pertaining to  
manufacturing data and progress of all photographic copy.
7. Maintain liaison with the Reproduction Branch, OSS for reproduction of 5%  
maps, charts, etc., preparation of JANIS Errata and special reproduction proofs.
8. Supervise the assistant cartographer in reproduction orders of OSS 5%  
Map Division material, in the preparation of JANIS base map name-plates},

maintenance of Chapter progress reports on reproduction orders and routing of material to the Production Section.

9. Supervise the map clerk in keying, filing and recording all incoming graphic material; to see that map cases and files are labeled, separation jackets made, that each piece of copy is keyed, recorded, routed to the Editorial Section, the Board of Geographic names and to the Graphic Section files, and that caption lists are complete, keyed and filed. 5%

10. Consult with the Plans Officer on the preparation and layout of the JANIS base map. 5%

11. Supervise the map clerk in filing negatives, checking, filing and routing engravers proofs, storing of material and the return to contributors of original artwork. 5%

12. Consult with Chief of Map Procurement on obtaining and maintaining files of research maps for each study, and for source maps for specific problems.

13. Maintain shipping records for maps reproduced at the OSS Reproduction Branch.

14. Order and maintain supplies for the Graphic Section.

15. Consult with reproduction plants and publishers on problems of reproduction.